

Draft #2  
OGC/LRH:aia  
4 April

**RESTRICTED**

**SECURITY INFORMATION**

*Subject*

*632*

NOTICE  
NO.

SUBJECT: Additional Withholding of Tax From Salaries Upon Request of Employees

1. Numerous employees have found that withholding of taxes from salary, based on the total number of exemptions to which they are entitled, does not deduct enough to satisfy their over-all income tax payment. Therefore, on re-computation at the end of the year, they find they are compelled to make a final cash payment. For those who wish to avoid this situation, it is now possible to request that additional withholding of income tax be made by the Payroll Branch. This is done by filing a revised Form W-4 (Employees Withholding Exemption Certificate), which will indicate the basis for the increased deduction. Thus if an employee is entitled to a maximum of four exemptions, he may request Payroll to compute the withholding on the basis of 3, 2, 1 or no exemptions, thereby increasing the tax deduction accordingly. In those instances where the zero exemption will not provide sufficient tax deduction, the employee may insert in Column 2(c) of Form W-4 the notation "zero plus \$5.00" (or \$10.00 or any other multiple of \$5.00). Form W-4 should be obtained through Administrative Officers of the employee's office and should be forwarded through such Administrative Officers to the appropriate Pay Roll Branch of the Finance or Fiscal Division.

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET  
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Comptroller 209 Central Bldg.	<i>[Handwritten Signature]</i>	
2			
3			
4			
5			
FROM		INITIALS	DATE
1	General Counsel 317 South Bldg.		4 Apr. 52
2			
3			

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS:

Attached is a draft revision of notice for tax withholdings. If you agree, you might substitute it for the Tab B and forward the whole on to the DD/A.

LAWRENCE R. HOUSTON

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED